# Office of The Ombudsman

## Administrative Fees for Provision of Information

This Office will levy the following fees for provision of information in handling a request for information:

| | **Item** | | **Fee level** |
|---|---|---|---|
| 1. | Duplicate a copy of a paper record[1] *(based on the size of the original document)* | A4 – black and white | HK$2.0 per page |
| | | A3 – black and white | HK$3.0 per page |
| | | A4 – colour | HK$4.0 per page |
| | | A3 – colour | HK$6.0 per page |
| 2. | Scan a paper record into PDF format[2] *(for document size of A3 or below)* | | HK$6.0 per page |
| 3. | Reproduce a digital record (inclusive of editing work for redacting any personal data relating to third parties)[2] *(For fee computation, the runtime of recording will be rounded up to the nearest minute, e.g. $14 is charged for an audio record of one minute and 30 seconds)* | Audio record | HK$7 per minute of a record |
| | | Video record | HK$15 per minute of a record |
| 4. | Burn a digital record to CD/DVD/USB drive | | HK$20 per device |
| 5. | Postage | | Exact postage as charged |

*Note 1: Photocopying made on both sides of a sheet is counted as two pages.*

*Note 2: For items (2) and (3), when the requested record is to be provided in a CD/DVD/USB drive, the fee under item (4) will also be added.*

April 2024

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